

## **6427 - CURATOR OF COLLECTIONS**

### **NATURE OF WORK**

This is specialized professional work in the City's Bass Museum. Emphasis of the work is on Museum collection records management, and coordinating information with other Museum employees as well as with outside agencies and researchers.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Maintains accession, loan and gift files; maintains and oversees in-house and off-site storage areas for the museum's collections; works with contract photographers in maintaining photographic files for the collection and special exhibitions,

Maintains insurance files and processes insurance claims; completes condition reports on works of art in the permanent collection as well in traveling exhibitions; making files and records available to staff, docents, and outside researchers.

Coordinates information with public relations, development, conservators and photographers; oversees the handling of works of art and supervising their installation for exhibition; acting as courier for works in permanent collection that are being lent to other institutions.

Monitors all aspects of collections management policy; monitors collections care program and conservation of works in collection; guides growth of collections through considerable donor contact.

Conducts research on works in permanent collection and in loan exhibitions; prepares material for presentations to Exhibition Committee; works with Exhibitions Committee in developing schedule of upcoming exhibitions including developing new ideas for exhibitions organized by the Bass Museum.

Assists Chief Curator in organizing, designing the layout and supervising preparators in installing exhibitions; researches and writes extended informative label copy and handouts for exhibitions; writes and assists with grants,

Supervises the Registrar's Office and, in the absence of a Registrar, performs all registration duties; supervises planing and building of storage, preparation and treatment areas.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of museum registration methods and procedures.

Knowledge of art history and art practices.

Knowledge of personal computer systems.

Skill in the use of keyboard equipment, word processors and personal computers.

Ability to research, organize and maintain systems of files and reports.

Ability to coordinate the movement and handling of art work.

Ability to manage time, and work with simultaneous priorities.

Ability to express ideas clearly and concisely, both verbally and in writing, with attention to

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detail.

Ability to maintain effective working relationship with fellow employees, museum and City officials, patrons, volunteers, contractors, and the general public.

### **MINIMUM REQUIREMENTS**

Experience in professional museum registration work; graduation from an accredited college or university with a Bachelor's Degree in Art History, Museum Studies, or similar discipline. Master's Degree and reading knowledge of French or German preferred. Experience may substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General supervision is received from the Director who evaluates work for the quality and quantity of results. Incumbent exercises some degree of independent judgement in carrying out duties.

### **SUPERVISION EXERCISED**

Supervises the work of preparators during installation of exhibitions.

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